



Processing Retirement Documents (RETIRE)



PUBLICATION CATEGORY
Retirement Processing

PROCEDURE MANUAL
Processing Retirement Documents (RETIRE)



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Latest Update Information

The following changes have been made to the Processing Retirement Documents (RETIRE) procedure:

Section	Description of Change
Post - 1956 Military Service Deposit	Corrected what additional military forms are to be submitted with the Form AD-343, Payroll Action Request.
Retirement Package	Removed note.



Overview

Prior to 1984, most Federal employees in career appointments were covered by the Civil Service Retirement System (CSRS). The Social Security Amendments of 1983 required that newly-hired Federal employees become covered by Old Age, Survivors, and Disability Insurance (OASDI), for which deductions were withheld. Because there was not yet another retirement plan in place, these employees also paid into CSRS at a reduced rate. This system which combined CSRS and Social Security was called CSRS-Interim Retirement System and existed from 1984-1986. In addition to covering newly hired employees, CSRS-Interim also covered rehired Federal employees who returned to employment after a break in service for more than 1 year. On January 1, 1987, the Federal Employees Retirement System (FERS) was implemented. At that time, the CSRS-Interim System became known as the CSRS-Offset Retirement System. On January 1, 2013, seven codes were implemented to FERS and the Foreign Service Pension System (FSPS), to accommodate the legislatively-mandated Revised Annuity Employees (RAE). In April 2014, seven alphanumeric plan codes were added to FERS to accommodate the employees and members of Congress who will be covered under FERS as Further Revised Annuity Employees (FRAE), as detailed in the Office of Personnel Management's (OPM) Benefits Administration Letter (BAL) 14-102.

This section includes the following topics:

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Responsibilities

Responsibilities of the Agency Personnel Office

The Agency personnel office is responsible for the following:

- Ensuring that age and service requirements are met according to:
 - Title 5 of the United States Code, Chapters 83 and 84
 - The CSRS and FERS Handbook for Personnel and Payroll Offices
 - Title 5 of the Code of Federal Regulations
- Processing retirement applications according to:
 - The Retirement Processing System (RETM) procedure
 - Department and/or Agency procedures
- Submitting a Standard Form (SF) 2801(CSRS)/SF 3107 (FERS), Application for Immediate Retirement, and an SF 2801-1/SF 3107-1, Certified Summary of Federal



Service, when a reemployed annuitant separates from reemployment and is eligible for a supplemental annuity.

- Entering data immediately into RETM and the Web-based Entry, Processing, Inquiry and Correction System (EPIC Web), EmpowHR, or your Agency's Front-End Systems Interface (FESI) to ensure that the SF 2806/SF 3100, Individual Retirement Record, is submitted timely to OPM and the interim annuity begins as soon as possible.
- Receiving the SF 2803, Application to Make Deposit or Redeposit (CSRS)/SF 3108, Application to Make Service Credit Payment (FERS), from the employee; certifying; and submitting it to OPM.
- Ensuring that creditable service and retirement codes are correct.
- Submitting requests through the Web-based Special Payroll Processing System (SPPS Web) for adjustments to retirement, Thrift Savings Plan, and deposits for military and civilian service credit.

Responsibilities of the Payroll Office

The payroll office is responsible for the following:

- Establishing the SF 2806/SF 3100 for employees and maintaining their service history (including post-1956 military deposits) and fiscal data.
- Withholding retirement deductions and matching Agency contributions for transmittal to the Agency responsible for administering retirement system benefits.
- Closing out the SF 2806/SF 3100 for employees who are separated, retired, or deceased, and transmitting their retirement records to the Agency responsible for administering retirement system benefits.
- Transferring to OPM the SF 2806/SF 3100 for employees who transfer to another Agency or Department not payrolled by the Office of the Chief Financial Officer (OCFO)/National Finance Center (NFC) Payroll/Personnel System.
- Processing a separate SF 2806/SF 3100 to OPM to cover post-1956 military service may be released before retirement and at the time of separation, transmitting the deposits with the (1) SF 2803/SF 3108 and (2) OPM 1514, Military Deposit Worksheet.
- Recording current employees' retirement deductions and maintaining the general ledger control accounts and detailed reports. Preparing reconciliations and accounting reports for (1) OPM 1525, Annual Summary, Retirement Fund Transactions, CSRS and (2) OPM 1564, Annual Summary.

Types of Retirement

Employees who meet the age and service requirements are eligible to retire.



The various types of retirement are categorized as follows:

- Age (Mandatory) - Age requirements, law enforcement officers, and firefighters
- Optional - Including FERS with minimum retirement age (MRA)
- Early Optional - Reduction-in-Force, reorganization, transfer of function
- Discontinued Service - Involuntary separation
- Disability - Preliminary, final

Note: For information about a death claim package for survivor benefits, see the SPPS Web procedure manual which is available online at the National Finance Center (NFC) Web site. To view and/or print this procedure, select **HR and PayrollClient** from the **My NFC** drop-down menu on the NFC homepage. At the HR and Payroll Client page, select the **Publications** tab in the center ribbon and from there select the **Manual Pay Processing** publication category to access the SPPS Web procedure manual.



Retirement Personnel Actions

A retirement action is processed when an employee who has contributed monies to a retirement system is eligible to retire and collect an immediate annuity.

The employee's retirement coverage code is usually initiated and established in the database at the time of hire. An official change action must be processed in EPIC Web, EmpowHR, or FESI to change or correct an employee's retirement coverage code. Personnel Offices should also review the employee's official personnel file (OPF) for creditable service to determine the proper code before entering the personnel action in EPIC Web, EmpowHR, or FESI.

Note: The change/correction to the retirement coverage code should be processed in EPIC Web, EmpowHR, or FESI as soon as possible if the employee is eligible for retirement; otherwise, the retirement record could be delayed.

When an employee elects to retire, a retirement package must be completed. This package consists of all documentation required by NFC and OPM to process the retirement. All documents must be completed and reviewed for accuracy before submitting to NFC.

The Agency personnel offices must enter data into RETM to track the employee's application before sending the retirement package to NFC. For detailed information about RETM, see the Retirement Processing System (RETM) procedure manual located under the Retirement Processing publication category on the Publications page of the NFC Web site.

See the Retirement Processing Transmittal section for detailed information on the types of documents that must be included in the retirement package.

This section includes the following topics:

Processing a Preliminary Disability Retirement	5
Processing a Final Disability, Mandatory, or Immediate Retirement	7

Processing a Preliminary Disability Retirement

To Process a Preliminary Disability Retirement:

1. Enter the preliminary disability retirement personnel action in EPIC Web, EmpowHR, or FESI. Special attention should be given to the entry of the appropriate remarks codes, Federal Employees Health Benefits (FEHB) coverage code, effective date, and the last day in pay status.
2. Complete the Effective Date field. Enter the last day of the pay period that the SF 2801/SF 3107 is received in the employee's personnel office.



3. Complete the Last Date in Pay Status field. Enter the projected final date that the employee will be in pay status.
4. If the employee is currently enrolled in FEHB and will be eligible to continue FEHB coverage, enter **389**, Transfer FEHB Enrollment to OPM, in Remarks Code field.
5. For those employees with retirement code **Y** or **Z** who are currently enrolled in FEHB and who will be eligible to continue FEHB coverage, enter **390**, Transfer FEHB to DC Retirement System, in the Remarks Code field.
6. If the employee is currently enrolled in FEHB and will not be eligible to continue FEHB coverage, enter **388**, Terminate FEHB Enrollment, in the Remarks Code field.

Whenever Remarks Code **388** is entered, one of the following Remarks Codes must also be entered in the Remarks Code field:

- **564**, Terminate FEHB - Not Enrolled Since First Opportunity
 - **565**, Terminate FEHB - Not Enrolled 5 years, or
 - **566**, Terminate FEHB - No Survivor Eligible to Continue Health Benefits
7. If the employee is currently participating in the Federal Employee's Group Life Insurance Program (FEGLI), enter **567**, Basic Life Insurance: Elected Reduction, and if applicable, one of the following codes must also be entered in the Remarks Code field:
 - **560** - Standard Optional Insurance: Declined
 - **561** - Family Optional Insurance: Not Eligible to Continue
 - **562** - Standard Optional Insurance Eligible to Continue: Coverage Began
 - **568** - Additional Optional Insurance: Declined
 - **569** - Additional Optional Insurance: Eligible to Continue: Coverage Began Lowest Multiple of Salary During Last 5 Years: Elected Reduction
 - **570** - Additional Optional Insurance: Not Eligible to Continue
 - **571** - Family Optional Insurance: Declined
 - **572** - Family Optional Insurance: Eligible to Continue: Coverage Began
 - **573** - Family Optional Insurance: Not Eligible to Continue

Note: For additional remarks codes descriptions, access the Table Management System (TMGT), Table 052, Remarks Codes and Descriptions.

8. If the employee is in leave without pay (LWOP) status, enter Remarks Code **211**, LWOP Pending Approval of Disability Retirement Application, on all preliminary disability



- retirement actions. The entry of Remarks Code **211** results in OPM collection of FEHB premiums from the employee's annuity instead of NFC issuing a bill to the employee.
9. Enter data into RETM to track the employee's application before sending the retirement package to NFC. For detailed information on the retirement package, see the RETM procedure.
 10. If OPM approves the application, OPM will send Form RI 30-27, Allowance Letter, in duplicate, to the Agency personnel office. Upon receipt of this notification, the Agency should take final action to separate the employee in accordance with OPM regulations.
 11. Prepare the final disability package, and submit to NFC with the Allowance letter.

Processing a Final Disability, Mandatory, or Immediate Retirement

To Process a Final Disability, Mandatory, or Immediate Retirement:

1. Enter the retirement personnel action in EPIC Web, EmpowHR, or FESI. Special attention should be given to the entry of the appropriate remarks codes, FEHB coverage code, and the last day in pay status.
2. Complete the last Date in Pay Status field. Enter the projected final date that the employee will be in pay status.
3. If the employee is currently enrolled in FEHB and will be eligible to continue FEHB coverage, enter **389**, Transfer FEHB Enrollment to OPM, in the Remarks Code field.
4. For those employees with retirement coverage code **Y** or **Z** who are currently enrolled in FEHB and who will be eligible to continue FEHB coverage, enter **390**, Transfer FEHB to DC Retirement System, in the Remarks Code field.
5. If the employee is currently enrolled in FEHB and will not be eligible to continue FEHB coverage, enter **388**, Terminate FEHB Enrollment, in the Remarks Code field.

Note: Whenever Remarks Code **388** is entered, **564**, **565**, or **566** must also be entered in the Remarks Code field.

6. If the employee is currently participating in FEGLI, enter **567** and, if applicable, **560-562** or **568-573** in Remarks Code field.
 - 560, Standard Optional Insurance: Declined
 - 561, Standard Optional Insurance: Not Eligible to Continue
 - 562, Standard Optional Insurance: Eligible to Continue: Coverage Began
 - 564, Terminate FEHB - Not Enrolled Since First Opportunity



- 565, Terminate FEHB - Not Enrolled Five Years
 - 566, Terminate FEHB - No Survivor Eligible to Continue Health Benefits
 - 567, Basic Life Insurance: Elected Reduction
 - 568, Additional Optional Insurance: Declined
 - 569, Additional Optional Insurance: Eligible to Continue: Coverage Began; Lowest Multiple During Last Five Years - Elected Reduction
 - 570, Additional Optional Insurance: Not Eligible to Continue
 - 571, Family Optional Insurance: Declined
 - 572, Family Optional Insurance: Eligible to Continue: Coverage Began Lowest Multiple During Last 5 Years - Elected Reduction
 - 573, Family Optional Insurance: Not Eligible to Continue
7. Code the Time and Attendance (T&A) report as final, and transmit the final T&A in the processing pay period.
 8. If the employee is eligible to receive a final annual leave or compensatory time payment, enter Form AD-581, Lump Sum Leave or Compensatory Time Payments.
 9. Enter data in RETM to track the employee's application before sending the retirement package to NFC. For detailed information on the retirement package, see the RETM procedure.
 10. If the employee has incurred a debt, enter the indebtedness record in SPPS Web.
 11. After the retirement package is processed, the SF 2807/3103, Register of Separations and Transfers, is submitted to OPM. System-generated letters are sent to the Agency personnel offices and employees as notification that the retirement package was sent to OPM. To obtain the register number and date of submission of the retirement package to OPM, access RETM.



Post-1956 Military Service Deposit

This topic has been updated to include that a Military Service Deposit Payment Authorization Form must be included with the Form AD-343.

Current CSRS and FERS Federal employees can make payments toward their Post-1956 Military Service Deposit for any period of military service performed on or after January 1, 1957. Eligible employees should complete and submit to their Agency the SF 2803/SF 2803A and SF 3108/SF 3108A, showing military service only. The Agency should certify the SF 2803/SF 2803A and SF 3108/SF 3108A and attach the following forms:

- AD-3006, MDRS Transmittal Form
- AD-343, Payroll Action Request, with an AD-3116, Military Service Deposit Payment Authorization Form, or request for payroll deductions
- RI 20-97, Estimated Earnings During Military Service
- OPM 1514, Military Deposit Worksheet
- DD 214, Certificate of Release or Discharge from Active Duty/equivalent, Military Discharge Certificate

All forms for military service deposits must be submitted via **ServiceNow**
<https://nfcerp.service-now.com>.



Civilian Service Deposit/Redeposit

CSRS Employees

Current CSRS Federal employees can make payments toward civilian service deposit for **(1)** any period of creditable civilian service performed that no retirement deductions were withheld from his/her pay or **(2)** any period of civilian service during which retirement deductions were withheld and refunded.

FERS Employees

Current FERS Federal employees can make payments toward civilian service deposit for **(1)** any period of creditable civilian service performed before 1989 during which no retirement deductions were withheld from his/her pay or **(2)** any period of civilian service during which retirement deductions were withheld from his/her pay and refunded based on an application the employee filed before he/she was covered by FERS.

Eligible CSRS and FERS employees should complete the SF 2803/SF 3108 and forward it to their Agency personnel office. Agencies should certify the form and send it to OPM at the following address:

Office of Personnel Management
Retirement and Insurance Group
Retirement Operations Center
P. O. Box 45
Boyers, Pennsylvania 16020

OPM will bill the employee directly.



Retirement Package

This topic has been updated to remove a note.

The retirement package consists of a Retirement Processing Transmittal (AD-1102) cover sheet and all applicable forms/documents pertaining to the specific type of retirement that is required to process the retirement action. Each retirement package should have all the pertinent information needed to help the payroll office expedite the employee's retirement application. For more information, see the Retirement Processing Transmittal section.

The Agency personnel office must enter the employee's retirement application data into RETM before sending the retirement package to the payroll office.

Retirement packages must be submitted in ServiceNow and received by the Retirement Processing Section no later than the Friday following the pay period of separation.

Agencies must submit the following documents separately from the retirement package:

- Final T&A
- AD-581, Lump Sum Leave or Compensatory Time Payments
- AD-343, Payroll Action Request

Note: Submission of these forms with the retirement package will delay processing of the retirement application.

Final T&As and separation actions generate the SF 2806/SF 3100 automatically on a biweekly basis. If a T&A is not being processed for a separated employee who is in an LWOP status, the Agency must use a Master File Change document in either EPIC Web, EmpowHR, or FESI to indicate a separation and the receipt of a final T&A.

Note: Strict compliance with these procedures will enhance the interim and annuity payment procedures.

All retirement packages must be submitted via [ServiceNow https://nfcerp.service-now.com](https://nfcerp.service-now.com).

This section includes the following topics:

Retirement Processing Transmittal12



Retirement Processing Transmittal

The categories listed below list the forms that must be attached to the application for immediate retirement. The forms should be assembled in the retirement package in the order listed. Refer to OPM BAL 12-103 for guidance on submission of complete and accurate retirement packages.

For more information see:

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Cover Sheet for Retirement Package.....	14
Applicable Forms for Age (Mandatory), Optional, Early Option, and Discontinued Service.....	15
Applicable Forms for Preliminary Disability	16
Applicable Forms for Final Disability.....	17
Check List	18
Retirement Coverage Codes.....	18



CSRS/FERS Retirement Processing Instructions

National Finance Center
Retirement Processing Section
RETIREMENT PROCESSING TRANSMITTAL

CSRS/FERS Retirement Processing Instructions

Timely submission of retirement documents, along with timely processing of both the Nature of Action (NOA) and Time and Attendance (T&A) data is critical to meeting OPM's 30-day time frame for submission of retirement data.

Recommendations for Expediting Retirement Cases

Please refer to OPM's BAL 12-103 for guidance on submission of complete and accurate retirement packages.

Submit retirement documents (application and associated forms) by the Friday before payroll processes for the pay period in which the employee separates.

Ensure that the retirement application is signed. Copies must be in compliance with OPM's BAL 12-102.

Enter the separation NOA prior to payroll processing for the pay period in which the employee separates.

Flag the T&A as "**FINAL**" prior to payroll processing for the pay period in which the employee separates, **except for Preliminary Disability cases which do not require a Final T&A.**

Note: The separation NOA must be processed **prior** to submission of the Final T&A in order to generate the Individual Retirement Record.

Include documentation of five years of FEHB coverage.

Include documentation of five years of FEGLI coverage.

The SF 2818 revised as of February 2012 must be used. Previous versions are not usable.

Certify the salary on SF-2821 (including locality pay, premium pay, etc.).

Include certification by **2 different** certifying officials on SF--2821 (Block 16A can be left blank for certification at NFC).

Encourage employee to make Post 56 Military Deposit **prior to** the effective retirement date.

Arrange forms in order specified by OPM's BAL 12-103, Attachment C.
(See <http://www.opm.gov/retire/pubs/bals/bal12.asp>).

Attach completed CSRS/FERS Document Transmittal Sheet.



Cover Sheet for Retirement Package

National Finance Center Retirement Processing Section RETIREMENT PROCESSING TRANSMITTAL																				
<div style="display: flex; justify-content: space-between;"><div style="width: 45%;">REGULAR MAIL: USDA, National Finance Center Attn: Retirement Processing Section P.O. Box 29310 New Orleans, LA 70189</div><div style="width: 45%;">OVERNIGHT/EXPRESS: USDA, National Finance Center Attn: Retirement Processing Section 13800 Old Gentilly Road New Orleans, LA 70129</div></div> <p style="text-align: center; margin-top: 20px;">Mark Envelope: "Deliver Immediately - Do Not Open In Mailroom"</p> <p style="text-align: center; margin-top: 20px;">Retirement Section Toll Free Number: 855-632-4468 Option 9, Option 2 <i>(Internal use only)</i></p>																				
DATE MAILED <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	AGENCY <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	PERSONNEL OFFICE IDENTIFIER <div style="border: 1px solid black; height: 20px; width: 100%;"></div>																		
<p>Check case type below from block 4 and 5 located on OPM's SF-2801/SF-3107 Schedule D form.</p> <table style="width: 100%; border: none;"><thead><tr><th style="text-align: left; width: 50%;">CHECK TYPE OF RETIREMENT</th><th style="text-align: left; width: 50%;">APPLICABLE NATURE OF ACTION CODE</th></tr></thead><tbody><tr><td><input type="checkbox"/> Age (Mandatory)</td><td><input type="checkbox"/> 300</td></tr><tr><td><input type="checkbox"/> Optional</td><td><input type="checkbox"/> 302</td></tr><tr><td><input type="checkbox"/> Early Optional</td><td><input type="checkbox"/> 303</td></tr><tr><td><input type="checkbox"/> Discontinued</td><td><input type="checkbox"/> 304, 312, 356</td></tr><tr><td><input type="checkbox"/> Disability</td><td><input type="checkbox"/> 301</td></tr><tr><td><input type="checkbox"/> Preliminary Disability</td><td><input type="checkbox"/> 976</td></tr><tr><td><input type="checkbox"/> MRA Plus 10 (FERS only)</td><td><input type="checkbox"/> 302</td></tr><tr><td><input type="checkbox"/> Death</td><td><input type="checkbox"/> 350</td></tr></tbody></table> <p style="margin-top: 20px;">Please complete and attach the CSRS/FERS Document Transmittal Sheet for each case transmitted.</p>			CHECK TYPE OF RETIREMENT	APPLICABLE NATURE OF ACTION CODE	<input type="checkbox"/> Age (Mandatory)	<input type="checkbox"/> 300	<input type="checkbox"/> Optional	<input type="checkbox"/> 302	<input type="checkbox"/> Early Optional	<input type="checkbox"/> 303	<input type="checkbox"/> Discontinued	<input type="checkbox"/> 304, 312, 356	<input type="checkbox"/> Disability	<input type="checkbox"/> 301	<input type="checkbox"/> Preliminary Disability	<input type="checkbox"/> 976	<input type="checkbox"/> MRA Plus 10 (FERS only)	<input type="checkbox"/> 302	<input type="checkbox"/> Death	<input type="checkbox"/> 350
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<input type="checkbox"/> Preliminary Disability	<input type="checkbox"/> 976																			
<input type="checkbox"/> MRA Plus 10 (FERS only)	<input type="checkbox"/> 302																			
<input type="checkbox"/> Death	<input type="checkbox"/> 350																			

FORM AD-1102 (Rev. 5/18)

Figure 1: Form AD-1102 - Cover Sheet for Retirement Package



Applicable Forms for Age (Mandatory), Optional, Early Option, and Discontinued Service

National Finance Center Retirement Processing Section RETIREMENT PROCESSING TRANSMITTAL	
CSRS/FERS DOCUMENT TRANSMITTAL SHEET FOR AGE (MANDATORY), OPTIONAL, EARLY OPTION, AND DISCONTINUED SERVICE	
ORDER OF DOCUMENT SUBMISSION TO NFC/OPM	
Check appropriate blocks for each form submitted.	
<input type="checkbox"/>	Cover sheet notifying OPM of HB changes at retirement
<input type="checkbox"/>	Documents for HB changes at retirement, unprocessed current open season 79-9 & copy of ID cards
<input type="checkbox"/>	Purple checklist (if applicable)
<input type="checkbox"/>	Cover sheet for special retirement type (NGT, Law Enforcement, Firefighter, ATC, etc.)
<input type="checkbox"/>	2806, 3100, 2806-1, 3101, computer printout IRR, High 78 – Individual Retirement Record (do NOT punch holes through the data, punch right side)
<input type="checkbox"/>	2806, 3100 – post 56 military deposit IRR (only the military deposit IRR, not worksheets/application)
<input type="checkbox"/>	2801-1, 3107-1 – Summary of Service
<input type="checkbox"/>	RTR, RTR detail, FAA 3300; certification of service: ATC, LEO/FF, Postal Inspector, CBPO 535; ATC retirement SF-50
<input type="checkbox"/>	2801 Schedule D, 3107 Schedule D – Agency checklist
<input type="checkbox"/>	2809 & 2810, including Employee Express HB printout, computer printout, HB memo
<input type="checkbox"/>	2821, 56, 2820 – Agency Certification of Life Insurance
<input type="checkbox"/>	2818 – Continuation of Life Insurance Coverage election
<input type="checkbox"/>	2817, 2822, 53, 55, RI 76-27, FE2004, 176, 176T, SF-50 in lieu of SF 2817 – LI election
<input type="checkbox"/>	2819 – Notice of Conversion Privilege
<input type="checkbox"/>	2823, 54 – FEGLI Designation of Beneficiary
<input type="checkbox"/>	2808, 3102 – Retirement System Designation of Beneficiary
<input type="checkbox"/>	Any other Designation of Beneficiary
<input type="checkbox"/>	2801, 3107 – Application for Retirement (always have this form)
<input type="checkbox"/>	RI 38-124, RI 38-122, RI 38-145 – Voluntary Contributions Election, Alternative Annuity Roll Over Election, NAF Election
<input type="checkbox"/>	2801, 3107 – Schedule ABC
<input type="checkbox"/>	1515 – Military Service Deposit Election
<input type="checkbox"/>	2801-2, 3107-2, 1538, notary form – Survivor Election, Former Spouse Survivor Election
<input type="checkbox"/>	1555, 3109, 3110 – FERS Election form; Former Spouse's Consent to FERS Election
<input type="checkbox"/>	1510 – Certification of Agency Offer of Position and Required Documentation
<input type="checkbox"/>	DD-214, Military Discharge paperwork
<input type="checkbox"/>	Waiver of Military Pay
<input type="checkbox"/>	SF-50, PS-50 – Notification of Personnel Action, SF-52 – Request for Personnel Action
<input type="checkbox"/>	OPM Form 1514 Service Credit Payments for Post 56 Military Service
<input type="checkbox"/>	2803, 3108 – Deposit Application or Military Deposit Application/worksheets
<input type="checkbox"/>	2802, 3106 – Refund Application
<input type="checkbox"/>	2804 – Voluntary Contributions Application
<input type="checkbox"/>	2805 – Government Debt
<input type="checkbox"/>	All other forms and papers (retirement estimate, marriage certificate, other papers/forms)
<input type="checkbox"/>	FERCCA information – erroneous retirement coverage papers
<input type="checkbox"/>	Court Order (divorce decree, etc.)
<input type="checkbox"/>	W-4 – place State on top of Federal
<input type="checkbox"/>	Direct Deposit form or EFT form (remove carbons)
Please include the OPM Authority Number if the case is an Early Optional, NOA 303.	
DETAILS	
EMPLOYEE NAME:	EFFECTIVE DATE:
PERSONNEL CONTACT:	AGENCY/ POI:
REMARKS:	PHONE #:

FORM AD-1102 (Rev. 5/19)

Figure 2: Form AD-1102 - Continuation Form



Applicable Forms for Preliminary Disability

National Finance Center
Retirement Processing Section
RETIREMENT PROCESSING TRANSMITTAL

CSRS/FERS DOCUMENT TRANSMITTAL SHEET FOR PRELIMINARY DISABILITY RETIREMENT

ORDER OF DOCUMENT SUBMISSION TO NFC		
Check appropriate blocks for each form submitted.		
<input type="checkbox"/>	SF-2801 (CSRS) SF-3107 (FERS), Application for Immediate Retirement	
<input type="checkbox"/>	SF-2801/SF-3107, Schedule A, B, and	
<input type="checkbox"/>	SF-2801-1/SF-3107-1, Certified Summary of Federal Service	
<input type="checkbox"/>	SF-2801-3/SF-3107-3, Election of Former Spouse Annuity or Combination Current/Former Spouse Annuity	
<input type="checkbox"/>	SF-2801-2/SF-3107-2, Spouse's Notification of Survivor Election	
<input type="checkbox"/>	SF-3112A, Applicant's Statement of Disability	
<input type="checkbox"/>	SF-3112B, Supervisor's Statement of Disability	
<input type="checkbox"/>	SF-3112C, Physician's Statement of Disability	
<input type="checkbox"/>	Medical Documents	
<input type="checkbox"/>	SF-3112D, Agency Certification of Reassignment and Accommodation Efforts	
<input type="checkbox"/>	SF-3112E, Disability Retirement Application Checklist	
<input type="checkbox"/>	Position Description	
<input type="checkbox"/>	OWCP Award Letter (If Applicable)	
<input type="checkbox"/>	SF-1199A, Direct Deposit Sign-Up Form OR EFT Election Letter	
<input type="checkbox"/>	SF-2801, Schedule D (CSRS)/SF-3107 Schedule D (FERS), Agency Checklist of Immediate Retirement Procedures.	
<p>In order to expedite the processing of Preliminary Disability Cases, please input NOA 976 effective the last day of the pay period in which the application and supporting documents are received in your office.</p> <p>Forward document to NFC only after the NOA 976 applies to the database.</p>		
DETAILS		
EMPLOYEE NAME		
EFFECTIVE DATE	EFFECTIVE PAY PERIOD	
PERSONNEL CONTACT	PHONE NUMBER	
DATE MAILED	AGENCY NUMBER	POI
REMARKS		

FORM AD-1102 (Rev. 5/19)

Figure 3: Form AD-1102 - Preliminary Disability Retirement



Applicable Forms for Final Disability

National Finance Center
Retirement Processing Section
RETIREMENT PROCESSING TRANSMITTAL

**CSRS/FERS DOCUMENT TRANSMITTAL SHEET
FOR FINAL DISABILITY RETIREMENT**

Check appropriate blocks for each form submitted.		
<input type="checkbox"/>	OPM Approval Letter	
<input type="checkbox"/>	SF-2809, Health Benefits Registration Form(s)	
<input type="checkbox"/>	SF-2810, Notice(s) of Change in Health Benefits Enrollment *SF-2810 transferring enrollment to OPM is no longer required.	
<input type="checkbox"/>	SF-2817, Life Insurance Election Form(s)	
<input type="checkbox"/>	SF-176T, Life Insurance Election Form(s)	
<input type="checkbox"/>	SF-176, Life Insurance Election Form(s)	
<input type="checkbox"/>	SF-2818, Continuation of Life Insurance Coverage	
<input type="checkbox"/>	SF-2819, Notice of Conversion Privilege (Life Insurance)	
<input type="checkbox"/>	SF-2821, Agency Certification of Life Insurance Coverage	
<input type="checkbox"/>	SF-2822, Request for Life Insurance	
<input type="checkbox"/>	SF-2823, Designation of Beneficiary (Life Insurance)	
<input type="checkbox"/>	SF-54, Designation of Beneficiary (Life Insurance)	
<input type="checkbox"/>	SF-1199A, Direct Deposit Sign-Up Form OR EFT Election Letter	
<input type="checkbox"/>	DD-214, Military Discharge or Equivalent (If Applicable)	
<input type="checkbox"/>	Military Pay Waiver Letter (If Applicable)	
<input type="checkbox"/>	SF-2803 (CSRS)/SF-3108 (FERS), Application to Make Deposit or Redeposit (If Applicable)	
<input type="checkbox"/>	OPM Form 1515, Military Service Deposit Election (If Applicable)	
<input type="checkbox"/>	Annuity Estimate	
<input type="checkbox"/>	W-4	
<input type="checkbox"/>	W-4P	
<input type="checkbox"/>	SF-2801, Schedule D (CSRS)/SF-3107 Schedule D (FERS), Agency Checklist of Immediate Retirement Procedures.	
<p>In order to expedite the processing of Final Disability cases, please input NOA 301 effective the last day of the pay period in which the OPM Approval Letter is received in your office.</p> <p>Forward documents to NFC.</p> <p>Do not submit final disability documents directly to OPM.</p>		
DETAILS		
EMPLOYEE NAME		
EFFECTIVE DATE	EFFECTIVE PAY PERIOD	
PERSONNEL CONTACT	PHONE NUMBER	
DATE MAILED	AGENCY NUMBER	POI
REMARKS		

FORM AD-1102 (Rev. 5/19)

Figure 4: Form AD-1102 - Final Disability Retirement

Note: Federal health and life insurance forms must be submitted with the Final Disability retirement package; otherwise, the retirement processing is delayed because the forms must be returned to the Agency.



Check List

To expedite retirement processing, all supporting documentation must accompany the original retirement application. Employees should thoroughly review and complete the Applicant's Checklist on the reverse of the SF 2801/SF 3107.

Agency personnel offices must thoroughly review and complete SF 2801/SF 3107, Schedule D, Agency Checklist of Immediate Retirement Procedures for all retirement applications. The SF 2824E/SF 3105E, Disability Retirement Application Checklist, must also be reviewed and completed for all preliminary disability cases.

The checklists are included as part of the retirement application to assure employees and personnel offices that all of the necessary documentation is completed and submitted with the retirement package.

Retirement Coverage Codes

Agencies should review an employee's creditable service to determine the proper retirement coverage code. A personnel action should be used to establish this code using EPIC Web, EmpowHR, or FESI.

Retirement Coverage Codes are:

- 0** - Enhanced CSRS Customs and Border Protection (CBPO)
- 1** - CSRS (Civil Service Retirement System) (7%)
- 2** - FICA (Federal Insurance Contributions Act) Social Security System
- 3** - FS (Foreign Service Retirement and Disability System) (7%)
- 4** - None
- 5** - Other (only programmed for use by DOC, GAO, SI, and CVA)
- 6** - CSRS-(Special) (Civil Service Retirement System-Special) (7 1/2%)
- 8** - CVA Judges Retirement Plan (1%)
- 9** - VA Judges Retirement Plan (4.5%)
- c** - Covered by FICA the rate of .8% (or 7% after exceeding the Social Security wage base)



D - CSRS Offset (Congressional) (1.3%)

E - Covered by FICA and CSRS (for law enforcement and firefighter personnel) at the rate of 1.3% (or 7 1/2% after exceeding the Social Security wage base)

G - Covered by FICA and FS at the transitional withholding rate (1.3%)

I - FERS (Congressional) (1.3%)

J - Covered by FICA and by another Federal Government retirement system at the transitional withholding rate (1.3%)

K - FERS and FICA (.8%)

M - FERS and FICA (Special) law enforcement officers and firefighters (1.3%)

N - FERS and FICA Reserve Technicians (.8%)

W - Covered by FICA and by FS (7%)

X - Covered by FICA and by another Federal Government retirement system

Y - DC Offset Plan and FICA (.8% - no Agency contribution)

Z - DC Retirement Plan (7% - no Agency contribution - Only Secret Service employees under CSRS are eligible for coverage under this plan)

As of January 1, 2013, seven alphanumeric plan codes were added to FERS and FSPS. This was to accommodate the legislatively mandated RAE, as detailed in OPM's Benefits Administration Letter (BAL) 12-104. They are:

IR - FERS-RAE

KR - FERS-RAE and FICA

LR - FERS-RAE and FICA Air TC

MR - FERS-RAE and FICA Special

NR - FERS-RAE/FICA Reserve Tech

OR - FERS-RAE and FICA Special (CBPO)

PR - FSPS-RAE and FICA

As of April 2014, seven alphanumeric plan codes were added to FERS. This is to accommodate the employees and members of Congress who will be covered under FERS as Further Revised



Annuity Employees (FRAE) as detailed in OPM BAL 14-102. This was done in accordance with Bipartisan Budget Act of 2013, Section 401. They are:

IF - FSPS (FRAE) (Congressional)

KF - FERS (FRAE) FICA (Federal Insurance Contribution Act)

LF - FERS (FRAE) ATC (Air Traffic Controllers)

MF - FERS (FRAE) Special

NF - FERS (FRAE) RT (Reserve Technicians)

OF - FERS (FRAE) CBPO (Customs and Border Protection Officers)

PF - FSPS (FRAE)



Data Verification

Verify data using one of the following:

- EPIC Web
- EmpowHR
- FESI
- RETM

After data is entered in RETM, the Agency personnel office can access the RETM Inquiry option to verify that the retirement package was sent to OPM.

Payroll/Personnel Inquiry System (PINQ)

PINQ Programs:

- 22 - PAY HIST
- 32 - PAYROLL-LISTINGS
- 48 - PACS LUMP SUM & LIMITATIONS
- 49 - PACS LEAVE
- 53 - PACS HEALTH
- 54 - PACS LIFE INSURANCE
- 55 - PACS RETIREMENT
- 56 - PACS THRIFT SAVINGS

Information/Research Inquiry System (IRIS)

IRIS Programs:

- 101 - SALARY DATA
- 117 - RETIREMENT DATA
- 122 - SF 50B DATA ELEMENTS
- 123 - PERSONNEL SUPPLEMENTS



SPPS Web

SPPS Web processes manual transactions that were not processed through the Payroll/Personnel System.

Table Management System (TMGT)

TMGT Table:

083 Retirement Description

Note: For detailed information about system resources, see the specific procedure referenced.

System-generated notifications are sent to retirees, separated employees, and their Agency personnel offices after the separation action is processed and forwarded to OPM. CSRS Agency-Generated Letter and FERS Employee-Generated Letter are samples of CSRS and FERS notification letters, which provide employee data, register number, specific dates, and the payroll office number.

Form AD-334, Statement of Earnings and Leave, is system generated and distributed to all employees each pay period. Employees should be reminded to review this form. The AD-334 provides an actual break down of biweekly deductions from an employee's gross pay and other pertinent information. This form shows the retirement amount deducted each pay period and the cumulative deductions while the employee is payrolled by the United States Department of Agriculture (USDA) Payroll/Personnel System. The cumulative deductions shown on the earnings statement do not include military deposits or other employment from previous Departments not payrolled by NFC, unless this information was provided upon conversion into the Payroll/Personnel System.



CSRS Agency-Generated Letter

UNITED STATES DEPARTMENT OF AGRICULTURE
NATIONAL FINANCE CENTER
P.O. BOX 29310
NEW ORLEANS, LOUISIANA 70129

Date

Agency Contact
Address Line
City, State, Zip

The Individual Retirement Record (IRR) reporting retirement deductions withheld and service history for service with your agency has been forwarded to the United States Office of Personnel Management (OPM) via a Register of Separations. Identifying data from that register is provided below for your information.

EMPLOYEE'S FULL NAME:
EMPLOYEE'S DATE OF BIRTH:
EMPLOYEE'S SOCIAL SECURITY NUMBER:
EMPLOYEE'S SEPARATION DATE:
RETIREMENT SYSTEM (CSRS OR FERS):
REGISTER NUMBER:
REGISTER DATE:
DATE REGISTER MAILED TO OPM:
PAYROLL OFFICE NUMBER:
AGENCY CODE – POI:

OPM's Retirement Information Office may be called from 7:30 am to 5:00 pm (Eastern Time). The commercial telephone number is 202/606-0500. Email inquiries may be addressed to retire@opm.gov. Address written inquiries to:

U.S. Office of Personnel Management
Retirement Operations Center
Post Office Box 45
Boyers, Pennsylvania 16017



FERS Employee-Generated Letter

UNITED STATES DEPARTMENT OF AGRICULTURE
NATIONAL FINANCE CENTER
P.O. BOX 29310
NEW ORLEANS, LOUISIANA 70129

Date

Employee Name
Address Line
City, State, Zip

When an employee separates from federal service, an Individual Retirement Record (IRR) reporting service history and retirement deductions withheld is sent to the United States Office of Personnel Management (OPM) via a Register of Separations. Your record has been sent to OPM, and the following identifying data from the Register is provided for your information:

YOUR FULL NAME:
YOUR DATE OF BIRTH:
YOUR SOCIAL SECURITY NUMBER:
YOUR SEPARATION DATE:
RETIREMENT SYSTEM (CSRS OR FERS):
REGISTER NUMBER:
REGISTER DATE:
DATE REGISTER MAILED TO OPM:
PAYROLL OFFICE NUMBER:

OPM's Retirement Information Office may be contacted from 7:30 am to 5:00 pm (Eastern Time). The commercial telephone number is 202/606-0500. Email inquiries may be addressed to retire@opm.gov.

Address written inquiries to:

U.S. Office of Personnel Management
Retirement Operations Center
Post Office Box 45
Boyers, Pennsylvania 16017



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